

CITY OF BURNABY
EMERGENCY PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: STATUS OF EMERGENCY PROGRAM

RECOMMENDATION:

1. THAT this report be received for information purposes.

REPORT

The Emergency Planning Committee, at its meeting held on 2000 May 9, received and adopted the attached report to update the Committee on the status of the City's Emergency Program.

Respectfully submitted,

Councillor Doug Evans
Chair

Councillor N. Harris
Vice Chair

<p>: COPY - CITY MANAGER - DEP. CITY MGR.- CORP. SERV. - OFFICER-IN-CHARGE, R.C.M.P. - FIRE CHIEF</p>

TO: EMERGENCY PLANNING COMMITTEE

2000 MAY 04

FROM: EMERGENCY COORDINATOR

SUBJECT: STATUS OF EMERGENCY PROGRAM

PURPOSE: To update the committee on the status of the City's Emergency Program.

RECOMMENDATION:

1. THAT this report be received for information purposes.

REPORT

The following is a status report on the various projects involving emergency planning.

1. MAJOR EMERGENCY RESPONSE PLAN

This comprehensive plan is a procedural guide that senior officials use for the mobilization and deployment of resources in response to a major emergency. It defines responsibilities, provides an operational framework that enables officials to formulate detailed responses to specific incidents and contains information on how the City would access the many support organizations that could be called upon for assistance in a major emergency.

Staff designated to work as key responders, on the *Major Emergency Planning & Response Committee, Operations Support Group* and as *representatives at the Regional Emergency Coordination Centre*, attended an orientation and training session in September 1999. A table top exercise was subsequently conducted, in November 1999, to review roles and responsibilities and assess the effectiveness of the current response structure outlined in the plan. The exercise evaluator's final report recommended a restructuring of the response team to more closely reflect the Incident Command System used in the new B.C. Emergency Management System.

The plan was comprehensively updated in February 1998. Contact names and telephone numbers were updated in December 1999.

2. EMERGENCY SOCIAL SERVICES (ESS) PLAN

This plan provides for the activation of Emergency Reception Centres to provide temporary care and accommodation for a large number of evacuees who are left homeless as the result of a major emergency. The ESS team, led by the ESS Director, is composed of City employees and partner agencies including, the Red Cross, Ministry of Children & Families, Ministry of Social Development and Economic Security, Burnaby Amateur Radio Club, SPCA, St. John's Ambulance, Salvation Army and the Burnaby School Board. ESS team members regularly participate in training opportunities to develop their skills as key responders.

In October 1999, the Plan was exercised through an earthquake simulation which required Burnaby Central Secondary School to be opened as a mock reception centre. A high number of volunteers attended the exercise (120 reception centre workers; 225 mock evacuees) making it a highly successful and valuable learning experience for the entire ESS Team.

3. EVACUEE ASSISTANCE PLAN

This plan is a procedural guideline for key responders to provide essential services (food, clothing, lodging, etc) to a relatively small number of evacuees who are almost always the victims of a residential fire. The Emergency Coordinator and the ESS Director are the plan's primary responders. The Emergency Coordinator provides administrative support for the plan on an ongoing basis.

4. FLOOD AND EVACUATION PLAN

This plan is a guideline for City officials to use when responding to a major flooding situation in Burnaby. In May/June 1999, due to near record snow packs in the Fraser River Basin and weather forecasts, the Province issued warnings concerning potential flooding on the Fraser River. In anticipation of extreme runoff conditions, Engineering developed a flood protection contingency plan for the flood plain area in the Big Bend. An open house was held to provide information to businesses and landowners on the flood response plan and river runoff forecasts. The flood threat ended without requiring activation of the plan. There have been no flood warnings issued for this year.

This plan was last updated in May 1999.

5. TRAFFIC CONTROL PLAN

This plan provides general direction and an operational framework within which City officials can formulate specific actions that need to be taken when a major emergency disrupts the normal flow of traffic in Burnaby. The Emergency Coordinator is currently updating contact names and telephone numbers in the plan.

6. SAFETY PLAN FOR CITY HALL

This plan outlines the procedures to be followed in situations involving fire, earthquake bomb threat and building evacuation and defines the duties and responsibilities of the City Hall Emergency Safety Committee members.

The Emergency Coordinator serves as a resource person to the City Hall Safety Committee, attends all Committee meetings and performs related duties (i.e., updates the plan at appropriate intervals, recruits and provides training for City staff who serve as floor wardens and assists with the scheduling and execution of fire drills).

This Plan has not been recently updated due to the extensive renovations that have been ongoing throughout the building over the past two years. Now that renovations are complete, a comprehensive update is required.

7. FIRE SAFETY PLANS

A fire safety plan exists for each civic building in Burnaby. The purpose of the plan is twofold: to prevent the incident of fire by the control of fire hazards in the building and by the maintenance of the building facilities provide for the safety of the occupants; and to establish a systematic method of a safe and orderly evacuation of an area or building in case of fire or other emergency. Management of the Fire Safety Plans has recently been assigned to the Emergency Coordinator.

8. EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) is located on the ground floor of the Justice Building and is the area from which the *Operations Support Group* provides tactical support to the *Major Emergency Planning & Response Committee* during a major emergency. As presently configured, the EOC lacks the characteristics to qualify as a viable, effective facility for the gathering, display and communication of information during a response to a major emergency.

9. EMERGENCY PUBLIC INFORMATION PROGRAM

The role of this position is to establish and oversee a public information service which facilitates the flow of news to the public via the media during major emergencies. A staff person is needed to assume the now vacant position of Emergency Public Information Officer.

10. LINE LOAD CONTROL

Line Load Control ensures that key employees who are likely to be responders to a major emergency can obtain a dial tone when placing outgoing calls on designated work, home and cellular telephone numbers. This is a vital resource because major emergencies cause the normal telephone system to become quickly congested. Designated numbers are updated periodically by the Emergency Coordinator.

11. DISASTER RESPONSE ROUTES AND IDENTIFICATION

The Provincial Government in cooperation with local governments have established a unified network of roads throughout the Lower Mainland that will enable emergency personnel and vehicles to travel where they are needed in response to a major emergency. If a major emergency occurs it is likely that most of the City's responders will require access to a Disaster Response Route. The task at this time is to issue identification to City responders, which will ensure access during a major emergency.

12. SHELTER-IN-PLACE

Safety concerns, raised by members of the Chevron/North Burnaby Community Advisory Panel (CAP), led to the development of a Steering Committee to evaluate a Shelter-In-Place program. When activated, this program warns citizens of an incident that poses a threat to their health or safety and then instructs them to either evacuate or shelter-in-place.

The Shelter-In-Place sub-committee (*made up of one representative from Chevron, Shellburn, Trans Mountain Pipe Line, Burnaby Fire Department and the Burnaby Emergency Coordinator*) is researching companies that provide emergency telephone call-out systems, which could be used to alert the public to an imminent threat. The sub-committee will report to the Steering Committee, once the material has been gathered and reviewed.

13. NEIGHBOURHOOD OUTREACH PROGRAM GUIDE

This is a program that is being regionally developed by the Justice Institute of B.C. (JIBC) and the Regional Emergency Planning Committee (REPC) for uniform implementation by all municipalities in the Lower Mainland. Its purpose is to interest all persons residing in a common neighbourhood to participate in a level of training that will enable them to effectively plan for, and respond to a major emergency such as an earthquake.

The JIBC has produced two training packages to supplement the regional guide. One is for Facilitators and the other is a Train-the-Trainer package. However, the Provincial Emergency Program (PEP) cannot yet financially support the neighbourhood courses as one of their PEP sponsored emergency management training courses, offered through the JIBC.

The JIBC is working with the Fire Academy and outside agencies to determine basic course curriculum and negotiate low training costs for the specialized training neighbourhood teams may require (i.e. first aid, fire suppression, damage assessment and light urban search and rescue). The JIBC hopes to start offering Neighbourhood Program training in early 2001.

This program will require a significant amount of time and effort to implement and administer. "Seed money" in the amount of \$7,500 has been included in the Operating Budget for this purpose. The Emergency Coordinator will be kept informed on this program by attending meetings of the Regional Emergency Planning Committee.

14. PUBLIC AWARENESS

The Emergency Coordinator is often contacted to give oral presentations on emergency planning to various groups (i.e., local high schools, Simon Fraser University, churches, housing cooperatives, businesses, parent-teacher associations and social service clubs). Public awareness on matters involving emergency preparedness includes the dissemination of print material, such as pamphlets and leaflets that are sent out by mail and distributed at presentations.

15. REGIONAL EMERGENCY PLANNING COMMITTEE

The Emergency Coordinator represents Burnaby at the monthly meetings of the Regional Emergency Planning Committee (REPC). The purpose of the committee is to enhance emergency management throughout the Lower Mainland through cooperative planning by municipal area coordinators and associated agencies. Standing and Special Project Sub-Committees, chaired by regular members who are designated by the chair, provide the

working basis for some REPC activities. REPC functions as a standing sub-committee of the Regional Administrative Advisory Committee (RAAC) which advises the GVRD Board accordingly.

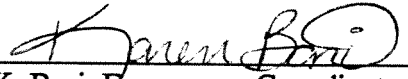
16. REGIONAL EMERGENCY COORDINATION CENTRE

Burnaby is a participating partner in the Regional Emergency Coordination Centre (RECC) located on the ground floor of the E-Comm building in Vancouver. Trained representatives from each member agency will convene for the purpose of gathering and collating information in response to a major emergency. These representatives will convey information as it is being collected to local emergency operations centres where senior officials will use it to formulate action plans. In the event of a major emergency, ten Burnaby employees have been identified to report for duty at the RECC. The employees continue to receive training on how to operate the City's work station at the RECC.

The Emergency Coordinator represents Burnaby at the monthly meetings of the RECC Committee and participates in sub-committee work as required. An exercise of the facility is tentatively scheduled for June 2000.

17. JOINT EMERGENCY LIAISON COMMITTEE (JELC)

The City participates in the Joint Emergency Liaison Committee. This Committee was formed to facilitate cross-jurisdictional emergency planning, response and recovery between GVRD municipalities and the Province. To date the Committee has done substantial work and formulated recommendations relative to the following issues: Provision of Water, Seismic Upgrade of Transportation Routes, Structural Assessment of Key Facilities and Structures, Dangerous Goods, Disaster Debris Removal and Resource Management.


K. Basi, Emergency Coordinator

cc Deputy City Manager Corporate Services

